



***Embassy of the United States of America  
Consular Section, Immigration Visa (IV) Unit  
Bogotá, Colombia***

## THE K-VISA APPOINTMENT PACKAGE

Dear Visa Applicant:

The person(s) listed on the attached appointment letter should appear at the U.S. Embassy Bogota's Consular Section waiting room (located at the corner of Calle 26 and Carrera 50) on the date and time specified in the letter. If any of the person(s) listed on the attached letter cannot come to the appointment, please inform this office as soon as possible. In order to prepare for your interview, please follow the attached instructions.

**FIRST:** Fill-out the visa applications, which are available online at [http://travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html):

*Nonimmigrant Visa Application (DS-156)*

- Complete **two (2) copies per applicant** (including your children)

*Nonimmigrant Fiancé(e) Visa Application (DS-156K) (K1/Fiancé(e) Visa Applicants Only)*

- Complete **(1) copy per family**. We do not require this form for spouses of American citizens or their children.

### Application Instructions

- **After completing the form online, be sure to click "Continue" at the bottom of the page to print the application, including the barcode on page 3. We cannot process your case if the barcode page is not included.**
- Answer each question. Do not use dashes or abbreviations. If a section does not apply, write 'NOT APPLICABLE'.
- Review all answers, especially if someone helped you fill out an application. Ensure your name, date of birth, and gender are correct. Use your Passport BOOK number, not any other number in your passport.
- **DO NOT SIGN ANY APPLICATIONS.** You will sign them during your interview.

**SECOND:** Undergo certain **medical examinations**. *Instructions for Medical Examinations* attached.

**THIRD:** Pay the equivalent of US\$350 in cash at Banco Helm.

## FOURTH: THE DAY OF YOUR APPOINTMENT

### ARRIVE ON TIME

- Bring your interview letter to your appointment (if available).
- If you learned your appointment date from our website ([http://bogota.usembassy.gov/immigrant\\_visas.html](http://bogota.usembassy.gov/immigrant_visas.html)) but do not have your interview letter, you should come to the Consular Section waiting room on the day of your scheduled appointment. You will be allowed to enter **only** on your scheduled appointment date.
- Arrive at 7:00 a.m. If you arrive late or do not bring all required documents your case will be rescheduled.
- The visa interview process may take several hours. Our waiting room is outside, and Bogota can get cold. Please dress accordingly.

### BE PREPARED

- Make sure that everyone listed on the appointment letter brings all required documents to the appointment. Arrange documents in the exact order found on the *List of Documents*.
- Medical examinations and police certificates are valid for 12 months.
- Passport biographic information, including name and date of birth, must exactly match applicants' civil documents. Any discrepancies should be corrected by the relevant Colombian authorities prior to your interview.
- If the consular officer requests additional information or documents, you will need to schedule a follow-up appointment through our Visa Information Service: <http://bogota.usembassy.gov/vic.html>.
- You are legally responsible for all information provided in your application. All information is subject to verification.

### CHILDREN UNDER 14 YEARS OF AGE

- Children under 14 years of age whose names are *listed on a parent's appointment letter* are **not** required to come to their immigrant or K visa interviews.
- If possible, a parent or legal guardian should attend the immigrant or K visa interview for children under 14 years of age. If a parent or legal guardian cannot attend the interview, another adult may bring a **notarized letter** from the parent or legal guardian authorizing him/her to be the parent's representative.

### VISA DELIVERY BY COURIER

Approved immigrant and K-visas will be delivered by a private courier, DOMESA, approximately 4 to 6 business days after your interview. You will receive detailed instructions about visa delivery the day of your appointment. **Under no circumstances will applicants be allowed to pick up their visas at the Embassy.** Please see attached *Visa Delivery Service Fees*.

### WAIT UNTIL YOU RECEIVE YOUR VISA TO MAKE TRAVEL PLANS

No assurance can be given in advance that a visa will be issued. Your case will be carefully reviewed by a consular officer to determine your eligibility based on U.S. immigration law. **You are advised not to make any travel arrangements, such as giving up your job, selling property, or buying plane tickets until after your visa has been issued. K1 and K2 visas (for fiancé(e)'s and their minor children) are valid for six months and are good for one entry into the United States. K3 and K4 visas (for spouses and their minor children) are valid for 24 months and are good for multiple entries into the United States.**

**WARNING:**

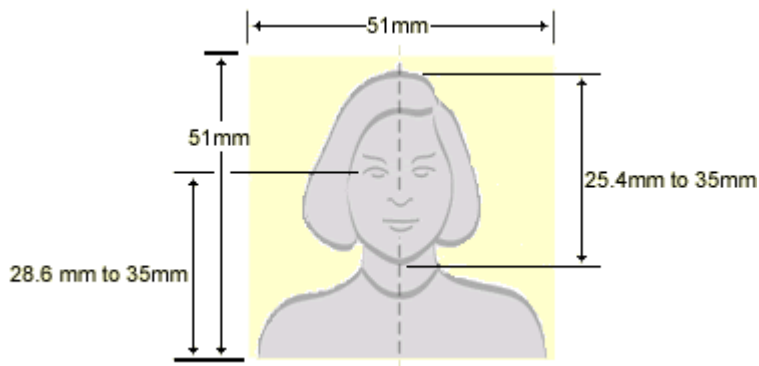
**The Consular Section does not endorse or have a "special relationship" with any individual or business that offers advice or assistance with the visa process.** No one can guarantee that your visa will be issued. All U.S. government forms are free. Beware: many visa applicants lose money or are permanently barred from the United States as a result of misleading information and fraudulent applications provided by visa consultants.

Any document or information presented in connection with your immigrant or K visa application may be investigated by our Fraud Prevention Unit. **Any attempt to misrepresent a material fact to a consular officer may make you permanently ineligible to obtain a visa.**

**By law, an immigration or K-visa petitioner may be imprisoned for not more than five years or fined up to \$250,000, or both, for entering into a marriage contract for the purpose of evading any provision of the immigration laws. In addition, a petitioner may be fined up to \$10,000 and imprisoned for up to five years, or both, for knowingly and willfully falsifying or concealing a material fact or using any false document in submitting a petition.**

**PHOTOGRAPH INSTRUCTIONS FOR IMMIGRANT AND K VISA APPLICATIONS**

- Photos must be 5 cm x 5 cm.
- Color photograph.
- Photo must be recent (taken no more than six months ago).
- White or off-white background.
- The person must be looking straight ahead (cannot be looking to the left, to the right, up or down), and the face must cover approximately 50% of the area of the photo.
- Both ears must be visible.
- No head covering.
- No earrings.

**ENCLOSURES:**

- Appointment Letter
- List of Documents
- Visa Fee Information
- Instructions for Medical Examinations
- Visa Delivery Service Fees
- The following forms **must be completed online, printed, and brought to Banco Helm for payment:**
  - 1. Nonimmigrant Visa Applications ([Form DS-156](http://travel.state.gov/visa/frvi/forms/forms_1342.html)) (two per applicant)
  - 2. Nonimmigrant Fiancé(e) Visa Application (DS-156K) (*K1 applicants only*—one per family)

## LIST OF DOCUMENTS

*Informal English translations are required for civil documents written in a foreign language.*

*We can return most original documents if you also bring notarized photocopies to your interview.*

- **PASSPORT:** The passport must be valid for travel to the United States and have at least six (6) months of validity left from the date the visa is issued. Applicants who have traveled to the United States should also present previous passports.
- **PHOTOGRAPHS:** Six (6) COLOR photographs taken within the past six months for **each** applicant. See attached photograph instructions.
- **BIRTH CERTIFICATES:** Each applicant must present an original or a notarized copy of his/her birth certificate. A copy of the Folio is required. The date and place of birth, parents' names, and date the birth was registered must be included. *We do not accept 'short form' birth certificates, as they are not official extracts from government records.*
  - **Special note for applicants born in 1939 or earlier:** You may present a recently issued **baptismal certificate** with marginal notes in lieu of a birth certificate.
- **BAPTISMAL CERTIFICATE:** (If Available) Recently issued baptismal certificate with marginal notes.
- **MARRIAGE CERTIFICATES (K3/K4 cases):** Married applicants must present a certified copy of their civil marriage certificate. All marriage certificates must include the date and place of the marriage, complete names of the spouses, and name and title of the person who performed the ceremony. *Applicants and petitioners must also present proof of the termination of any previous marriages.*
  - **Stepchildren (K4) cases:** Marriage certificate of your biological parent and the petitioner. *Your parent and the petitioner must also present proof of the termination of any previous marriages.*
- **TERMINATION OF PREVIOUS MARRIAGES:** Certified photocopies of final divorce decrees, annulments, or death certificates. We cannot accept civil or religious separations, including 'Separaciones de cuerpos y bienes,' 'Liquidaciones de sociedad conyugal,' or annotations on the back of marriage certificates as proof that a marriage has been terminated.
- **POLICE CERTIFICATES:** A Colombian police certificate "Certificado Judicial" is required for all applicants who will be over 18 years of age when they travel to the U.S.. It may be obtained at any DAS office. Police certificates are also required from applicants who have lived in another country for more than 6 months since turning 16 years of age (except for the United States, Mexico, and Venezuela). Please see <http://travel.state.gov/visa/reciprocity/index.htm> for more information about requesting police certificates for other countries.
- **JUDICIAL AND PRISON RECORDS:** Applicants who have been arrested for any reason in any country (including the United States) or who have any judicial/prison record must present copies of ALL documents related to the case, even if the charges were dropped, the applicant was found innocent, or s/he received an amnesty or other act of clemency.
- **IMMIGRATION RECORDS:** Applicants who have been denied admission to the United States, requested extensions, changed status, applied for asylum, been deported, or granted voluntary departure from the United States must bring all relevant documents from the Department of Homeland Security.
- **MILITARY RECORD:** Applicants must obtain their record of military service, if applicable and obtainable.
- **DAS CERTIFICATE** – Entries and exits to and from Colombia for the past 10 years. This document may be obtained in Bogotá at the DAS Office located at Calle 100 #11B-27, Edificio Platinum.
- **EVIDENCE OF FINANCIAL SUPPORT:** A Form I-134 (Affidavit of Support) is required at your final interview. If your spouse or fiancé(e) did not submit the Form I-134 with your petition, he or she should download and complete the Affidavit of Support, and you should bring it your interview. This form may be found at <http://www.uscis.gov/forms>.

- **EVIDENCE OF RELATIONSHIP:** You must present evidence that you have a legitimate relationship with the person who has petitioned for you, such as correspondence, photographs, telephone bills and/or any other evidence that demonstrates your relationship over time. Your fiancé(e)/spouse is not required to be present at the interview, but the consular officer may recommend that he/she come to the Embassy for an additional interview at a future date.
- **MEDICAL EXAMINATION:** See attached *Instructions for Medical Examinations*.

### VISA FEE INFORMATION

Prior to the date of your K visa appointment at the Embassy, you must pay the nonrefundable visa application fee. The fee is the equivalent of US\$350 in Colombian pesos. This fee must be paid in cash.

To pay the fee, go personally to any authorized Banco Helm office. See <http://bogota.usembassy.gov/scabco.html> for a list of locations and hours of operation. Make sure to take your two completed DS-156 Forms (Nonimmigrant Visa Applications) to Banco Helm when you pay the fee. The bank will affix a receipt to your passport and will mark the DS-156 Forms with a folio number. Do not remove the other two parts of the receipt from your passport, or you will not be able to apply for a visa. You must bring the same Form DS-156s to your visa interview that you presented to the bank when you paid the visa application fee.

### SPECIAL NOTE FOR K1 VISA APPLICANTS

**Do not marry your petitioner before you have received your visa and traveled to the United States.** The law requires K1 visa applicants to remain legally free to marry throughout the process. If you get married, even to your fiancé(e), your petition will be cancelled and cannot be reinstated. If you get married, your petitioner must file a new petition, and you must start your case from the beginning.

### SPECIAL NOTE FOR K3 VISA APPLICANTS

K3 visas are for spouses of American citizens. K3 visa applicants **MUST** be married to the petitioner.

## INSTRUCTIONS FOR MEDICAL EXAMINATIONS

**LABORATORY EXAMINATION:** Applicants who are 15 years of age or older are required to have blood tests and a chest X-ray done **BEFORE** their general physical examination at the following address:

**Instituto y Laboratorio Clínico**  
**Calle 38 No. 8-28, Local No. 1**  
**Bogotá**  
**Tel. 232-7272**

Applicants who are 15 years of age or older must first select a doctor for the general examination, second complete your laboratory examination, and third complete your general physical examination. These examinations should be completed **prior** to your appointment at the Embassy. **Please do not change doctors once you have selected one, as this will cause delays.** Many applicants are able to complete their laboratory and physical examinations on the same day.

**GENERAL PHYSICAL EXAMINATION:** Each applicant, regardless of age, must have a general physical examination with one of the doctors (also known as panel physicians) listed below. The doctors see patients Monday through Friday. Please call the Doctor's office to make an appointment for your exam.

**Dra. Maria Consuelo Gonzalez**  
**Cra. 8 No. 49-25, Cons. 302**  
**Bogotá**  
**Tels. 288-7629, 245-9290**

**Dr. Jairo H. Roa**  
**Centro Medico La Sabana**  
**Cra. 7 No. 119-14 , Cons 325**  
**Bogotá**  
**Tels. 2151763, 6589366**

At both examinations, you must show **these instructions and your passport**. You must bring **one photograph** (see photograph instructions) per applicant to **each** examination. If you do not bring your passport, these instructions, or photographs, the examinations will not be performed. Examinations from a laboratory or doctor not included on this list will not be accepted.

As of January 4, 2010, the exams will have a MAXIMUM price of **272.000** Colombian pesos per person:

**\$143.000** (Colombian pesos) for the general physical examination;  
**\$129.000** (Colombian pesos) for blood tests (Serology and X-rays).

Laboratory and medical examination fees must be paid in cash by the applicant. **CHECKS ARE NOT ACCEPTED.** Any additional examinations ordered by the doctor must be paid for by the applicant. You may pick up the results of your exams at the doctor's office. On the day of your visa appointment, please bring the results of your medical examinations to the Embassy in a sealed envelope.

### **PLEASE NOTE**

During your medical examination, you should provide all relevant information concerning your medical history to the examining physician:

- If you are taking any medications, you should know their names and composition.
- If you currently, or have previously suffered from an illness, major surgery or trauma, or physical or mental disease, please bring the medical history from the doctor or medical institution that treated you.
- If you are receiving treatment for any of the above, please bring a copy of your medical history, including treatment and medication.

Failure to provide this information during your medical examination will cause your visa process to be delayed. Please remember that the information provided to the doctor is confidential.

**IMPORTANT NOTICE TO IMMIGRANT AND K VISA APPLICANTS CONCERNING VACCINATION REQUIREMENTS**

United States immigration law requires immigrant and K visa applicants to obtain certain vaccinations (listed below) prior to the issuance of a visa. Panel physicians who conduct medical examinations are now required to verify that visa applicants have met the new vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

-- Acellular pertussis

-- Hepatitis A

-- Hepatitis B

-- Influenza

-- Influenza type b (Hib)

-- Measles

-- Meningococcal

-- Mumps

-- Pneumococcal

-- Pertussis

-- Polio

-- Rotovirus

-- Tetanus and diphtheria toxoids

-- Varicella

In order to assist the panel physician, and to avoid processing delays, **all immigrant and K visa applicants** should have their vaccination records available for the panel physician's review at the time of the medical examination. You should consult with your regular health care provider to obtain a copy of your immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician.

**Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.**

### VISA DELIVERY SERVICE FEES

**All approved immigrant and K visa packages are delivered by DOMESA de Colombia, a private courier service. Unfortunately, we can make no exceptions.**

On the day of their interview, applicants must bring sufficient cash, in Colombia pesos, to pay for delivery of their visa packages. Applicants will receive detailed instructions from a DOMESA agent the morning of their interview. Please note that delivery service is not available for a small number of Colombian cities and towns. Applicants from these locations may pick up their visa packages at a DOMESA office or have their visa packages delivered to a friend or family member.

**Visa package delivery will take about four to six business days. Applicants should not make any travel arrangements before they have physically received their visa package.**

TYPE OF DELIVERY	CITY	RATES AUGUST 2009 – JULY 2010
ONE PASSPORT	WITHIN BOGOTA	COL.\$ 35.500 per person
	TO OTHER CITIES	COL.\$ 56.200 per person
PACKETS WITH MORE THAN ONE PASSPORT ( 2 TO 8 PASSPORTS)	WITHIN BOGOTA	COL.\$ 32.300 per person
	TO OTHER CITIES	COL.\$ 46.100 per person
DOMESA OFFICE  (FOR OTHER PLACES WITHOUT SERVICE)	IN BOGOTA	COL.\$ 28.100 per person
	TO OTHER CITIES/TOWNS	COL.\$ 44.500 per person